

# MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

## OPEN SESSION MINUTES

SEPTEMBER 11, 2019

- I. **CALL TO ORDER/GREETINGS:** Board President, Dr. Bailey asked everyone take a moment of silence in memorial for September 11<sup>th</sup>. Dr. Mark Bailey called the meeting to order and welcomed everyone to the open session. A motion was seconded and approved for approval of the June and July minutes.

**Board Members Present:** Dr. Mark Bailey, President; Michele Kutta, 1<sup>st</sup> Vice President; Robert Lang, 2<sup>nd</sup> Vice President; Kirk Helfenbein, Secretary; Robert Bradshaw; Dr. Ahmed Elzaree; Melanie Oppat; Sheria Jennings; Dr. James Kalshoven; Brandon Wylie.

**Board Staff:** Thomas Anderson, Health Occupations Inspector; Lisa Woods, Office Secretary III; Carla Boyd, Esq., Board Counsel.

II. **PRESIDENT'S REMARKS:**

President Bailey introduced new Board member Brandon Wylie

Dr. Bailey welcomed new Executive Director, Mrs. Christy Collins, whose effective start date will be September 16, 2019. the Board will be focused on a strategic plan over the next several months, will be evaluating policies, procedures and regulations with the Legislative Committee and will be examining the budget. Legislative Liaison Lillian Reese will be part of the strategic planning

III. **ADMINISTRATIVE REPORT:**

President Bailey reported the budget has been received for 2020, to include the projections for 2021. The budget will be analyzed monthly.

IV. **COMMITTEE REPORTS:**

a. **Executive Committee** –No report.

b. **Family Security Trust Fund:** Chair, Dr. James Kalshoven, reported there is currently \$1,111,819.75 in the fund

c. **Pre-Need Committee** – No report.

d. **Establishment Committee** – Chair Kirk Helfenbein reported on the following establishments. Motion was seconded and approved for the following:

i. Wright's Removal Service.

e. **Licensure Committee** – Chair Michele Kutta reported on the following:

i. **Apprentice** – Ms. Kutta moved for approval for apprenticeship. Motion was seconded and approved for the following:

1. Megan Gwinn, Simplicity Cremation & Funeral Services by Thomas Allen, P.A.
2. Catlin Gawlik, Schimunek Funeral Home

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3. Kristina Simmons, Gary Kaufman Funeral Home
  4. Kristina Smith, Fellows, Helfenbein and Newnam Funeral Homes, P.A.
  5. Joanna Higgs, Lee Funeral home
  6. Jeffrey DeWitt, Minnich Funeral Home
  7. Dana Johnson, Beverly D. Cromartie Funeral Service
  8. Melissa Martelli, Fellows, Helfenbein and Newnam Funeral Homes, P.A.
- ii. Crematory Operator – Ms. Kutta moved for approval of crematory operator permit. Motion was seconded and approved for the following:
1. Michelle Lynn Schwartz, Metro Crematory
  2. Bernard Gassaway, Metro Crematory
  3. Angela Davis, Metro Crematory
  4. Edward Bellis, Metro Crematory
  5. Ami Jaramillo, Metro Crematory
  6. Terry Tuck, Metro Crematory
  7. Edward Pugh, Maryland Cremation Service
- iii. Registered Transporters - Ms. Kutta moved for approval of registered transporters. Motion was seconded and approved for the following:
1. Gerald Wright, Wright Removal Service

Ms. Kutta reported we have placed a notice on the website regarding criminal history checks. It's imperative applicants file for their fingerprints four to six weeks ahead of applying for their application.

It's been implied that the Board is not excepting online courses, which is not the case. A position statement has been placed on the website to clarify the Boards position

### **Continuing Education Units Committee –**

**Continuing Education Units (CEUs) Committee** – Chair, Melanie Oppat, reported on the following CEUs, and the motion was seconded and approved for the following educational offerings.

- i. March Funeral Homes: *2019 Employee OSHA & MOSH (Maryland Occupational Safety and Health) Update*, 10/23/2019 – 3 CEUs
- ii. Pope Funeral Home: *OSHA (Occupational Safety and Health Administration) FTC (Federal Trade Commission) Compliance*, 10/2/2019 – 3 CEUs
- iii. Funeral CE: *Cremation Prearrangement Conference Best Practices*, Ongoing via online self-study – 2 CEUs
- iv. Academy of Professional Funeral Service Practice: *2019 Executive Leadership Summit*, 9/25-27/19 – 9 CEUs
- v. Academy of Professional Funeral Service Practice: *Funeral Service Ethics*, Ongoing via online – 3 CEUs

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- vi. International Order of the Golden Rule: *The Funeral Home of the Future May Not Be a Funeral Home at All*, 10/1/2019 – 1 CEU
- vii. National Funeral Directors Association (NFDA): *Cremation: Exploring Consumer Needs and Behavior and Listening to Consumer's Voice*, 9/19/2019 – 2 CEUs
- viii. NFDA: *How to Get and Close Preneed Leads on Facebook*, 7/19/2019 ongoing – 1 CEU
- ix. NFDA: *Decreasing Customer Loyalty: The problem isn't what you think*, 9/13/2019 – 1 CEU
- x. NFDA: *Recomposition*, 10/29/2019 – 1.5 CEUs
- xi. NFDA: *Tech Talk! User Experience: Differentiating Good, Bad, and the Ugly*; 10/26/2019 – 1 CEU
- xii. NFDA: *Various Topics* – varied 2-10 CEUs
- xiii. The Dodge Institute for Advanced Mortuary Studies: *2020 Dodge Technical Seminar*, 2/3-5/20 – 12 CEUs
- xiv. Tri-County Funeral Directors Association: *Effective Flowers for Funerals and Funeral Directors*, 9/12/19 – 1 CEU

V. **OLD BUSINESS:** No report.

VI. **NEW BUSINESS:** President Bailey reported the Board generated a letter to alert licensees of a scam involving the suspension of licenses. The scam originated from a fraudulent letter via another Maryland Board. The content of the Scam Alert can be found on the Boards website.

VII. **FOR YOUR INFORMATION:**  
President Bailey reported the next Board meeting will be October 9, 2019 at 1:00 pm. The jurisprudence exam will be offered October 15, 2019, at the Board office. The practical exam will be held October 17, 2019 at 1:00 pm at the State Anatomy Board.

VIII. **LEGISLATIVE/REGULATION UPDATE:**  
*Lillian Reese, Legislative Liaison, reported we have two proposals. COMAR 10.29.02, 10.29.05, 10.29.09, 10.29.17, 10.29.18. It is a cleanup bill with amendments that need to be updated. The other proposal is for COMAR 10.29.03, the establishment proposal. The Secretary signed off on both proposals and they have been sent to the AELR Committee for review.*

Senate Bill 147 and House Bill 218: Public Health, Disposition of Remains Forfeiture or Waiver of Rights of Disposition becomes effective October 1, 2019 and will be added to the Board's website

VIV. **ADJOURNMENT:** Motion for adjournment was made and seconded, meeting was adjourned at \_\_\_\_\_pm.

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Revised and Submitted by:

Michele P. Kutta, CFSP  
1<sup>st</sup> Vice President